



REGISTERED POST

**UNIVERSITY OF RUHUNA
MATARA**

My No: RUH/SUP/2024/S6.Q.026

Date: 2024.05.02

The Manager,
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QUOTATION FOR PRINTING OF INVITATION CARDS

01. Please quote your current lowest price for the articles/services enumerated overleaf in duplicate.
02. The quotation should be valid for six months from the date of closing of bid.
03. Samples should be submitted whenever required along with quotation.
04. Sample submitted should be removed from this office within 07 days after informing.
05. Quotation should be prepared according to the given instructions.
06. This form should be duly returned even if you are unable to quote.
07. If you are registered for the VAT, the VAT registration number should be indicated on the Quotation. If you are not registered for VAT, the prices should be indicated without VAT and if So kindly requested to attach a copy of the certificate issued by the commissioner of Inland Revenue certifying that you have not been registered for VAT. If not your quotation will be Rejected.
08. Should be marked **“Quotations for Printing of Invitation Cards”** the top Left hand corner of the envelope and should be under sealed registered cover to Deputy Bursar, (Supplies), University of Ruhuna, Wellamadama, Matara **On or before 02.00 p. m 17.05.2024**
09. Advance payments shall not be made when placing order. Payment will be made after the goods are received to our stores and inspections.
10. All columns in this form shall be filled in ink. Any alterations shall be initialed by the bidder.


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Deputy Bursar (Supplies)

No.	Description of materials /Goods	Specification	Quantity	Bidder's offer Yes/No	Price per Unit			TOTAL	Trade Mark	Waranty	Manufacturing Method	Sample requirements Yes/No	Date by which delivery can be completed.
					Without VAT	VAT							
					Delivery at the Company	Delivery at the University							
01	Printing of Invitation Cards												
i	Special Invitation Cards	Annex 01	100										
ii	Parent Invitation Cards	Annex 01	2,880										
Quantity Can be Changed													
NB	Alternative offers shall not be considered. The Vendors are advised not to quote different options for the same item but furnish the options available most competitive among to the bidder.												

VAT Percentage %
VAT No:-

Contact Tele / Fax No :-.....
E-Mail / Address if any :-.....

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Name of Firm

.....
(Rubber Stamp)

.....
Signature

.....
Date

1. Printing of Invitation Cards (We provide Soft Copy in Illustrator format)

No	Item	Qty	Description	Font Color	Size (cm)	Bidders Conformity		If " No " Indicate your offer	Unit Price Without VAT		Unit Price with VAT (Rs)		Sub Total (Rs) Without VAT	Sub Total with VAT (Rs)	Sample requirements Yes/no	Delivery Period in Days from issue of Purchase Order
						Yes/No			Delivery at the Company	Delivery at the University	Delivery at the Company	Delivery at the University				
1.	Special Invitation Card (19 th July 2024 Session 01/Session 02/Session 03)	100	White Gold/Curious 250GSM Half Fold	Brown	20 x 18				Delivery at the Company	Delivery at the University	Delivery at the Company	Delivery at the University			Yes	
Special Invitation Card Total		<u>100</u>														
2.	Parent Invitation Card (19 th July 2024 Session 01)	960	Navy Blue 250 -300 GSM or Wine Red 250 - 300GSM Half Fold	Silver	20 x 16										Yes	
3.	Parent Invitation Card (19 th July 2024 Session 02)	960	Navy Blue 250 -300 GSM or Wine Red 250 - 300GSM Half Fold	Silver	20 x 16											
4.	Parent Invitation Card (19 th July 2024 Session 03)	960	Navy Blue 250 -300 GSM or Wine Red 250 - 300GSM Half Fold	Silver	20 x 16											
Parent Invitation Card Total		<u>2880</u>														

Quantity of the Invitations Cards and No. of Sessions can be changed.